

General Conference Information

Purpose

The purpose of the Annual Meeting is to provide:

- (1) All members the opportunity to offer comments to the committees on items printed in the Interim Reports.
- (2) All voting delegates an opportunity to vote on committee recommendations.

Orientation for First-time Attendees

Sunday, July 11, 2004
3:00 p.m. - 3:30 p.m.

All attendees, particularly those participating for the first time, are encouraged to attend the orientation meeting on Sunday morning. This session acquaints attendees with the organization and procedures of the Conference and is open to all registered attendees.

Guide to the Interim Committee Reports

The Interim Committee Reports are provided in order for members to know the recommendations of Committees prior to the Annual Meeting. The Reports include Reference Key numbers for the following Committees:

Committee Reference Key

Board of Directors	100 series
Laws and Regulations	200 series
Specifications and Tolerances	300 series
Professional Development Committee	400 series
National Type Evaluation Program Committee	500 series
Nominating	800 series

The Committee Reports contain recommendations and information on items discussed at the Interim Meeting held during the week of January 25-28, 2004 in Bethesda, MD. These reports form the basis for conduct of the committee meetings. Each committee will discuss the items in its report during the committee sessions beginning Sunday, July 11, 2004.

Item Categories

The items contained in the Committee Reports are organized into three major categories:

1. **Informational Items** report on subjects and/or actions under consideration by the committee but not proposed for voting. An "I" follows the item number.
2. **Voting Items** are items for which the committee is making recommendations requiring voting by the Active Members. The recommended language to be voted on is in **bold face type**. A "V" follows the item number.

Some voting items are considered individually; the remainder may be grouped in a "Consent Calendar." **Consent Calendar Items** are voting items that the committees, just prior to the voting sessions, assemble as a single voting item on the assumption that they are non-controversial. The voting items that have been grouped into the Consent Calendar items will be listed on the Addendum Sheets; they are designated only as voting items in this book.

3. **Withdrawn Items.** Item numbers track those assigned in the Interim Agenda. Items that the committee has withdrawn from the report are marked with a "W."

Each committee reserves the right to shift items among the three categories (voting, informational, and withdrawn), except that items which are marked informational or withdrawn are not shifted to the voting category. Prior to making a motion for a vote, a committee may move selected items from the Consent Calendar to be voted on individually. However, any change from the Interim Report (as contained in this document) or from what appears on the Addendum Sheets will be explained to the attendees prior to a motion and will be acted upon by the membership prior to calling for the vote.

Modifications to Committee Reports will be documented in the form of Addendum Sheets prepared by the committees following the general sessions and will be available to the attendees no later than 9:00 p.m. on Tuesday, July 13. Committee Reports may be further modified as a result of actions taken by the membership at the voting sessions on July 14-15, 2004.

Written Comments or Oral Statements

Any person or organization wanting to present a prepared statement at one of the committee sessions should make the request in writing to the Executive Secretary. Reasonable limitations on time allotted for presentations will be imposed. (**Note:** Only registered attendees may make presentations.)

Written comments, suggestions, and data relative to these reports must be received by the Executive Secretary or appropriate Technical Advisor by June 11, 2004. Address all comments to the National Institute of Standards and Technology, Weights and Measures Division, 100 Bureau Drive, STOP 2600, Gaithersburg, MD 20899-2600.

Final Report

Final Committee Reports will be prepared by the committees and published in the Report of the 89th Annual Meeting of the National Conference on Weights and Measures, 2004. Each member of the National Conference on Weights and Measures will receive a copy of this publication; other interested parties can receive a copy by request to the Executive Secretary.

All Meetings Are Open Unless Posted

On Sunday, Committees review their agendas. All sessions of Conference meetings are normally open to members of the Conference. If a committee must discuss any issue that involves proprietary information (e.g., NTEP appeals) or other confidential material, that portion of the session dealing with the special issue may be closed provided that: (1) the Conference Chairman or, in his absence, the Chairman-Elect approves; (2) the Executive Secretary is notified; and (3) an announcement of the closed meeting is posted on or near the door to the meeting session and on the announcement board at the registration desk. If at all possible, the posting will be done at least a day prior to the planned closed session. Please note that a one-day notice will not be possible if a closed meeting is called on Sunday. Since participants may make their travel reservations in order to attend agenda reviews scheduled for Sunday, every effort will be made to limit any required closed meetings to only part of Sunday.